



REQUEST FOR EXAMINATION ACCOMMODATION

ITA Customer Service
800 - 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@itabc.ca

Glossary of Terms and Requirements

Accommodations For Applicants - English as a Second Language

The following accommodations are available for individuals who would be disadvantaged by administration of the exam in the written English format.

Translator: Translator (Requires submission of translator [declaration form](#)).
Translators provide direct translation of the printed question and answer options from the examination booklet from English into the candidates preferred language, providing no additional information or interpretations of any kind to the candidate. The Translator will not assist the candidate in any manner to answer questions or provide any prohibited assistance such as performing calculations, measurements, or making answer selections on behalf of the candidate.

An individual exam session is scheduled to allow for one additional hour of exam duration in recognition of the extra time required for translation.

Note: There are restrictions on who can act as a translator and how many times an individual can translate an exam, be sure your translator meets eligibility requirements. See [Exam Procedures Manual](#) for Requirements.

Language Dictionary: Only dictionaries which translate words or phrases from English into candidates preferred language are permitted. Dictionaries that provide definitions, pictures, or examples are not permitted. Electronic translation dictionaries are not permitted. No additional time is provided for this accommodation and the individual will be writing with a class or session and will not be writing in a private session.

Accommodations For Applicants with a Learning or Medical Disability

The following accommodations can be requested by individuals with a learning or medical disability who would be disadvantaged by administration of the examination in a standard written English format in a group session with a fixed time limit of 4 hours for a Red Seal certification exam and 3 hours for a Provincial Certification exam and a Level exam.

Note: if you have an existing Request from Professional form on file with ITA for an exam you previously wrote with the same accommodation you are currently requesting, you do not need to submit a new Request from Professional form.

Time Extension: Verification from an appropriate professional that you would be disadvantaged without a Time Extension, please provide a completed **Schedule A – Request from Professional form** or provide another form of verification from a professional that you may already have had completed. An individual exam session is scheduled to allow for one additional hour of exam duration in recognition of the extra time required.

Reader: Verification from an appropriate professional that you would be disadvantaged without a Reader, please provide a completed **Schedule A – Request from Professional form** or provide another form of verification from a professional that you may already have had completed. The Reader will read the printed question and answer options from the examination booklet aloud providing no additional information or interpretation of any kind to the candidate. The reader will not assist the candidate in any manner to answer questions or provide any prohibited assistance such as performing calculations, measurements, or making answer selections on behalf of the candidate. An individual exam session is scheduled to allow for one additional hour of exam duration in recognition of the extra time required.

Request ITA – provided reader or providing own reader, (requires submission of [Reader Declaration](#)).

Note: There are restrictions on who can act as a Reader and how many times an individual can read an exam, be sure your reader meets eligibility requirements. See [Exam Procedures Manual](#) for Requirements.

Private Sitting: Use of a separate room for examination.